



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

**LOGER'S
INSTRUCTION MANUAL**



Local Government Electronic Reporting



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SECTION ONE: Access

A. Logging Into LOGER

- 1) Go to <https://apps.fldfs.com/LocalGov/>
- 2) For the username, input your governmental entity's six-digit unit ID.
- 3) Use the password that was assigned to you, or created by your entity. If you are unable to locate the login information, send an email to localgov@myfloridacfo.com or call the Local Government Section at (850) 413-5571.

NOTE: Passwords must be at least eight characters and are case sensitive.



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SECTION TWO: Annual Financial Report (AFR) Management

A. Main Menu Screen

From the Main Menu you can select AFR Management or Reports. AFR Management allows you to view, submit or modify the Annual Financial Report (AFR) and update your contact information.

- For instructions on viewing AFR reports, see page 51.

B. Beginning the AFR Submission Process

1. Click on **AFR Management**.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. At the top, it displays 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is a navigation bar with links for 'AFR Selector', 'Main Menu', 'Reports', and 'Logout'. On the right side of the navigation bar, there is user information: 'User ID: [REDACTED] Role: LGF' and 'Unit ID: [REDACTED]'. The main content area is titled 'Main Menu' and contains two items: 'AFR Management' (with a red arrow pointing to it) and 'Reports'. 'AFR Management' is described as 'View, Submit, or Modify AFRs & Update General Information'. 'Reports' is described as 'Generate Canned & Ad-Hoc Reports'. At the bottom of the screen, it says 'The time remaining in the session: 18:26' and provides contact info: 'Contact Info (850)413-5571 localgov@myfloridacfo.com © 2014 State of Florida Department of Financial Services'.



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2. Choose the appropriate year from the dropdown under **Start New or Continue Unsubmitted AFR**.

- 2) Click the **Submit** button.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Selector

Select An AFR

Start New or Continue Unsubmitted AFR

Modify or View A Submitted AFR

AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE Unit ID: [REDACTED]

The time remaining in the session: 19:49

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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- 3) The **AFR Summary** page displays each required section of the AFR.
- General Information
 - Revenues
 - Expenditures
 - Debt
 - Component Units
 - Audit
 - Certification



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C. General Information

- 1) Click on **General Information**.

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LOCAL GOVERNMENT FINANCIAL REPORTING

[AFR Summary for 2014](#)

AFR Selector Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Orginal AFR

General Information

• General Information
Update location and contact information for your entity.

• Revenues
Enter revenue balances by account code and fund group.

• Expenditures
Enter expenditure balances by account code, object code, and fund group.

• Debt
Enter formal long-term debt balance.

• Component Units
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.

• Audit
Verify completion of audit or enter Data Element Worksheet Amounts

• Certification
Certify & submit AFR.

Summary Comments Unit Info Amendments
Status: In Progress
AFR Received Date: N/A
Audit Received Date: N/A
Submission Type: None
[Print AFR](#)

The time remaining in the session: 19:46

Contact Info
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2) Update the information in each field as needed.

- **NOTE:** The Contact and Location Email fields are required fields. This email is used to update you on the status of your AFR and will be kept private.
- **New Fields:** There are two new fields in the General Information starting in 2014. The fields are Location Email and Fiscal Year End.

3) Click **Save** to record the changes.

NOTE: To record the changes you must click **Save** when you are finished updating information.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

General Information

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

This screen allows you to update location and contact information. Simply type over the existing information and click the Save button. Please note that the email address entered in the contact information will be the primary point of contact.

Location Information		Contact Information		Same As Location: <input type="checkbox"/>
Financial Officer Name:	<input type="text"/> <small>Required Field</small>	Contact Person Name:	<input type="text"/> <small>Required Field</small>	
Financial Officer Title:	<input type="text"/> <small>Required Field</small>	Contact Person Title:	<input type="text"/> <small>Required Field</small>	
Location Phone:	<input type="text"/> Ext: <input type="text"/> <small>Required Field</small>	Contact Phone:	<input type="text"/> Ext: <input type="text"/> <small>Required Field</small>	
Location Fax:	<input type="text"/>	Contact Email:	<input type="text"/> <small>Required Field</small>	
Location Email:	<input type="text"/>	Mailing Address:	<input type="text"/> <small>Required Field</small>	
Physical Address:	<input type="text"/> <small>Address: Required Field</small>	Address:	<input type="text"/> <small>Required Field</small>	
	<input type="text"/> <small>Address: Required Field</small>	Address:	<input type="text"/> <small>Required Field</small>	
	<input type="text"/> <small>City: Required Field</small>	City:	<input type="text"/> <small>Required Field</small>	
State / Zip:	<input type="text"/> <small>Required Field</small>	State / Zip:	<input type="text"/> <small>Required Field</small>	<input type="checkbox"/> <small>Required Field</small>
Fiscal Year End				
Fiscal Year:	(Choose fiscal year) <input type="button" value="▼"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

The time remaining in the session: 16:56

100%

4) Click the **Back to AFR Summary** link located in the upper portion of the screen after saving the updated information.

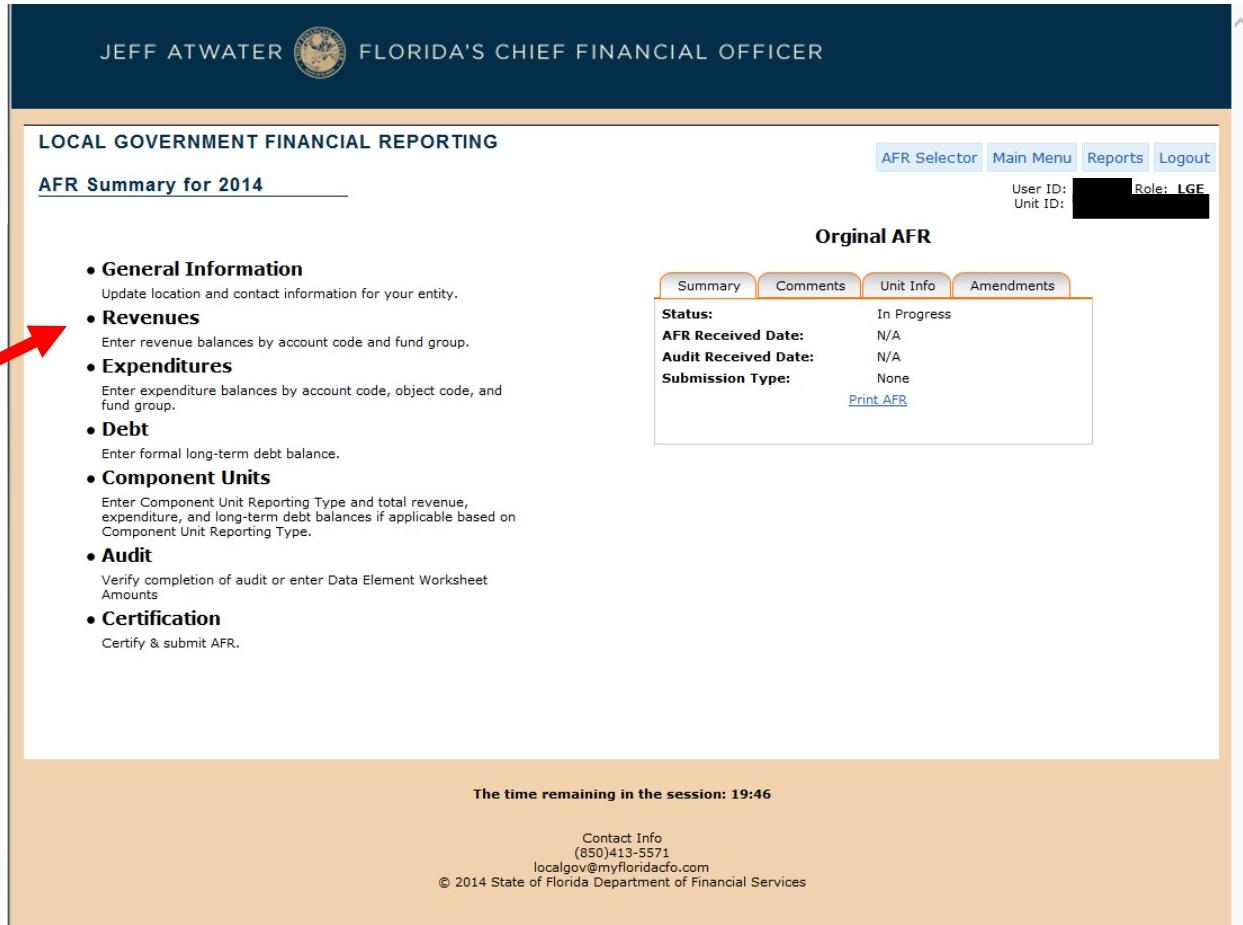
This will return you to the AFR Summary page.



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D. Revenues

- 1) Click on **Revenues** on the AFR Summary page.



The screenshot shows the AFR Summary page for the year 2014. On the left, there is a sidebar with several sections: General Information, Revenues (which is highlighted with a red arrow), Expenditures, Debt, Component Units, Audit, and Certification. The main area displays the original AFR with tabs for Summary, Comments, Unit Info, and Amendments. The status is listed as 'In Progress'. At the bottom, there is contact information and a copyright notice.

AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Orginal AFR

Summary	Comments	Unit Info	Amendments
Status: In Progress			
AFR Received Date: N/A			
Audit Received Date: N/A			
Submission Type: None			

[Print AFR](#)

The time remaining in the session: 19:46

Contact Info
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- 2) The Revenues page will be used to enter revenue amounts by account code and fund group.

The screenshot shows the "Revenues for 2014" page of the Local Government Financial Reporting system. The page includes a header with the state seal, user information, and navigation links. Below the header is a table of revenue entries. Several orange arrows labeled 'a' through 'i' point to specific features on the page:

- a.** Points to the "Edit Account" column header.
- b.** Points to the "Done Entering Revenues" checkbox in the top right.
- c.** Points to the "Print All Listed Revenues" link.
- d.** Points to the "Import Revenues From Excel" link.
- e.** Points to the "View Revenue Account Codes" link.
- f.** Points to the "Add Item" button.
- g.** Points to the "Delete All" button.
- h.** Points to the "Taxes" row in the table.
- i.** Points to the bottom navigation links.

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Plant Assets	Enterprise	Service	Trust	Other Government Units	Total
311000 - Ad Valorem Taxes	9,566,983									9,566,983
312000 - County Ninth-Cent Voted Fuel Tax		978,073								978,073
312400 - First Local Option Fuel Tax		12,209								12,209
312410 - Second Local Option Fuel Tax		229,055								229,055
312420 - Discretionary Sales Surtaxes		136								136
315000 - Communications Service Tax (Chapter 202)	48,306									48,306
322000 - Building Permits	99,857									99,857
325200 - Special Assessments - Charges for Public Services		373,722								373,722
329000 - Other Permits, Fees & Special Assessments	33,336									33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	12,974,143

The Revenues Page

- View Revenue Account Codes** – Opens a PDF document with a list of the year's revenue account codes (can be viewed, saved or printed)
- Import Revenues from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- Print All Listed Revenues** – This link pulls the saved revenue entries into a document formatted for printing (useful for reviewing entry amounts)
- Done Entering Revenues** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)



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- e. **No Revenues** - This checkbox must be checked if the entity has no revenues for the reporting period (make sure you check the Done Entering Revenues checkbox after checking No Revenues)
- f. **Add Item** – Push this button to begin adding lines of revenue information
- g. **Delete All** – Only use this button if you need to completely wipe the information from the current Revenues page (the system allows you to delete individual line items by clicking on the Edit link beside the line)
- h. **Edit** – This link allows you to update or delete the line item

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- i. **Page Total** – This is the total of the revenue items on the displayed page only (if you use more than 10 account codes, there will be more than one page); there will be a line titled All Page Total at the bottom of the last page



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View Revenue Account Codes

1. To obtain the most recent PDF listing of all revenue account codes for the selected year, click on **View Revenue Account Codes**.
2. The File Download window will appear
3. Click **Open**.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

[Done Entering Revenues](#) [No Revenues](#)

[Add Item](#) [Delete All](#)

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/> 311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/> 312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/> 312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/> 312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/> 312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/> 312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/> 315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/> 322000 - Building Permits	99,857										99,857
<input type="checkbox"/> 325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/> 329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

The following is an example of a PDF list of revenue account codes. It can be viewed, saved or printed.

Revenue Account Codes for 2014

Account Code	Description	Specific Category	General Category	Court Related
331320	Federal Grant - Electric Supply System	Physical Environment	Federal Grants	No
331330	Federal Grant - Gas Supply System	Physical Environment	Federal Grants	No
331340	Federal Grant - Garbage/Solid Waste	Physical Environment	Federal Grants	No



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Manually Entering Revenues

- 1) From the AFR Summary Page, click on Revenues.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. At the top, it displays 'JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER'. Below this is the 'AFR Summary for 2014' section. On the left, there's a sidebar with several categories: General Information, Revenues (which is highlighted with a red arrow), Expenditures, Debt, Component Units, Audit, and Certification. The 'Revenues' section describes entering revenue balances by account code and fund group. To the right, a panel titled 'Orginal AFR' contains tabs for Summary, Comments, Unit Info, and Amendments. Under 'Status', it says 'In Progress'. Other details include 'AFR Received Date: N/A', 'Audit Received Date: N/A', and 'Submission Type: None'. There's also a link to 'Print AFR'. At the bottom of the page, it says 'The time remaining in the session: 19:46' and provides contact info: 'Contact Info (850)413-5571 localgov@myfloridacfo.com' and copyright notice: '© 2014 State of Florida Department of Financial Services'.



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Click on the Add Item button.

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Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	9,566,983										9,566,983
312100 - Local Option Taxes		978,073									978,073
312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
312410 - First Local Option Fuel Tax		229,055									229,055
312420 - Second Local Option Fuel Tax		136									136
312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
315000 - Communications Service Tax (Chapter 202)	48,306										48,306
322000 - Building Permits	99,857										99,857
325200 - Special Assessments - Charges for Public Services		373,722									373,722
329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

View Revenue Account Codes Import Revenues From Excel Print All Listed Revenues

Done Entering Revenues No Revenues

1 2 3 4 5 6 7 8 9



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The **Account Code** Entry screen will appear.

- 2) Use the drop down box to select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

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LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit. This is still true if you have checked the "I am sure all information is correct" box. If you have checked this box and still want to submit, click the "Submit Anyway" button.

Edit Account	General	Trust Component Units	Total
311000 - Ad Valorem Taxes	9,566,983		9,566,983
312100 - Local Option Taxes			978,073
312300 - County Ninth-Cent Voted Fuel Tax			12,209
312410 - First Local Option Fuel Tax			229,055
312420 - Second Local Option Fuel Tax			136
312600 - Discretionary Sales Surtaxes			1,632,466
315000 - Communications Service Tax (Chapter 202)	48,306		48,306
322000 - Building Permits	99,857		99,857
325200 - Special Assessments - Charges for Public Services			373,722
329000 - Other Permits, Fees & Special Assessments	33,336		33,336
Page Total:	9,748,482	3,225,661	12,974,143

Back to AFR Summary | AFR Selector | Main Menu | Reports | Logout
User ID: [REDACTED] Role: LGU
Unit ID: [REDACTED]

View Revenue Account Codes | Import Revenues From Excel | Print All Listed Revenues

Save/Add Another | Save | Close

Account Codes: General, Special Revenue, Debt Service, Capital Projects, Permanent, Enterprise, Internal Service, Pension, Trust, Component Units, Total.

- 3) Work down the list and enter the appropriate amounts for each fund group.

NOTE: The amount fields will only allow whole numbers (no decimals).

- 4) Multiple rows may be entered by clicking **Save/Add Another**.
- 5) To exit the window without saving the information entered, click **Close**.
- 6) To exit the window after saving the information entered, click **Save** and then **Close**.



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- 7) Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

AJR Selector Back to AFR Summary Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

View Revenue Account Codes Import Revenues From Excel Print All Listed Revenues

Done Entering Revenues No Revenues
Add Item Delete All

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	9,566,983										9,566,983
312100 - Local Option Taxes		978,073									978,073
312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
312410 - First Local Option Fuel Tax		229,055									229,055
312420 - Second Local Option Fuel Tax		136									136
312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
315000 - Communications Service Tax (Chapter 202)	48,306										48,306
322000 - Building Permits	99,857										99,857
325200 - Special Assessments - Charges for Public Services		373,722									373,722
329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

- 8) To update an existing line of revenue data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- 9) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Importing Revenues from Excel

- 1) Click on **Import Revenues From Excel** on the Revenues page.

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Revenues for 2014

This screen allows you to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

View Revenue Account Codes **Import Revenues From Excel** **Print All Listed Revenues**

Done Entering Revenues No Revenues

Add Item **Delete All**

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	9,566,983										9,566,983
312100 - Local Option Taxes		978,073									978,073
312300 - County Ninth-Cent Voted Fuel Tax			12,209								12,209
312410 - First Local Option Fuel Tax			229,055								229,055
312420 - Second Local Option Fuel Tax			136								136
312600 - Discretionary Sales Surtaxes			1,632,466								1,632,466
315000 - Communications Service Tax (Chapter 202)	48,306										48,306
322000 - Building Permits	99,857										99,857
325200 - Special Assessments - Charges for Public Services		373,722									373,722
329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled [here](#). The template has been developed to ensure the format is correct when importing data.



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JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

Import Account Information

To import any expenditure or revenue data, the spreadsheet format must be the same format as the template provided [here](#).
The template has four tabs: "Revenues", "Expenditures" and two additional tabs with examples of how the data should be formatted when entered. After activating this link, save it to your own system and begin inputting the financial data.

Please ensure:

- Tabs must be titled "Revenues" or "Expenditures".
- Column names match those found in the template.
- No decimals are used in the account codes. Ex: 311000 not 311.000
- Balances are posted as whole numbers only. No decimals.
- Files that are submitted must be in Microsoft Excel 95-2007 file format.

The same file can be used to submit both revenue and expenditure sheets as long as the two sheets tabs are named "Revenues" or "Expenditures". You will need to upload the expenditure and revenue sections one at a time by selecting either the revenue or expenditure radio buttons. Then select browse to locate your file from your file system. After selecting "upload", you should see your submission directly loaded to your revenue or expenditure screen.

Please contact the Bureau of Financial Reporting, Local Government Section, localgov@myfloridaco.com with any questions.

Back to AFR Summary | AFR Selector | Main Menu | Reports | Logout
User ID: [REDACTED] Role: LGE Unit ID: [REDACTED]

Upload...
What type of data would you like to import?
 Revenues Expenditures
File:
Browse...
Upload

The time remaining in the session: 19:57

Contact Info
(850)413-5571
localgov@myfloridaco.com
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- 4) Read the information displayed on the Import Account Information screen regarding the data.
- 5) Once the spreadsheet is complete, choose **Revenues** in the **Upload** box to begin the upload process.
- 6) Click the **Browse** button and select the completed file.
- 7) Click the **Upload** button.

NOTE: Importing revenues from Excel will erase any data previously entered.



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- 8) Once the upload is complete the Revenues screen will reappear with the amounts populated.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

AFR Selector Back to AFR Summary Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

Done Entering Revenues No Revenues
Add Item Delete All

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	9,566,983										9,566,983
312100 - Local Option Taxes		978,073									978,073
312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
312410 - First Local Option Fuel Tax		229,055									229,055
312420 - Second Local Option Fuel Tax		136									136
312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
315000 - Communications Service Tax (Chapter 202)	48,306										48,306
322000 - Building Permits	99,857										99,857
325200 - Special Assessments - Charges for Public Services		373,722									373,722
329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

AFR Selector Back to AFR Summary Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Done Entering Revenues No Revenues
View Revenue Account Codes Import Revenues From Excel Print All Listed Revenues
Add Item Delete All

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/> 311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/> 312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/> 312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/> 312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/> 312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/> 312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/> 315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/> 322000 - Building Permits	99,857										99,857
<input type="checkbox"/> 325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/> 329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9 10

- 9) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

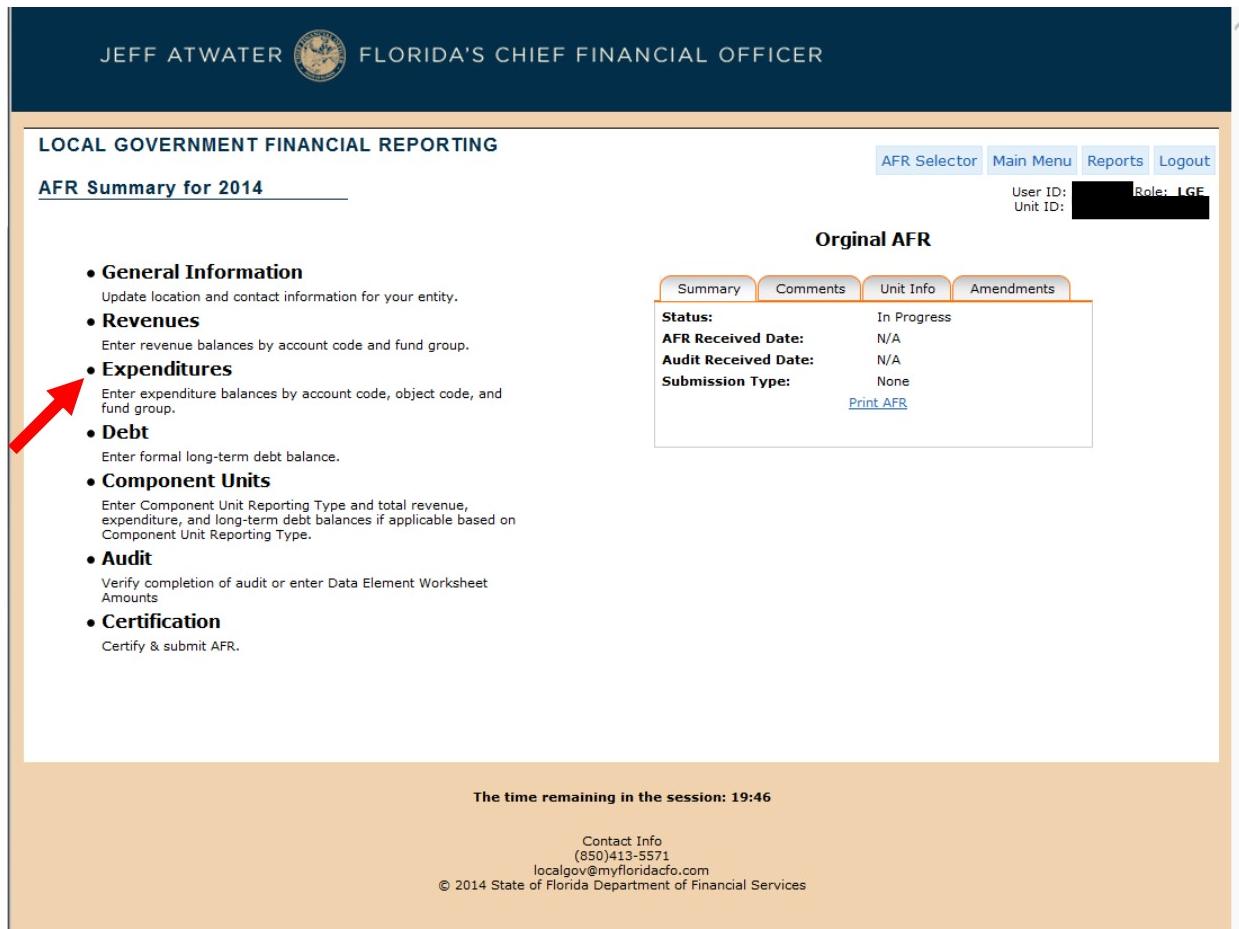
- 10) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



DEPARTMENT OF FINANCIAL SERVICES
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E. Expenditures

- 1) Click on **Expenditures** on the AFR Summary page.



The screenshot shows the AFR Summary page for the year 2014. On the left, there is a sidebar with several sections: General Information, Revenues, Expenditures (which is highlighted with a red arrow), Debt, Component Units, Audit, and Certification. The main area displays the original AFR summary, which includes tabs for Summary, Comments, Unit Info, and Amendments. The status is listed as "In Progress".

Status:	In Progress
AFR Received Date:	N/A
Audit Received Date:	N/A
Submission Type:	None

[Print AFR](#)

The time remaining in the session: 19:46

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- 2) The Expenditures page will be used to enter expenditures by account code and fund group.

The screenshot shows the 'Expenditures for 2014' page of the Local Government Financial Reporting system. The page includes a toolbar with links for Back to AFR Sub, AFR Selector, Main Menu, Reports, and Logout. It also shows user information (User ID: [REDACTED], Role: LGE, Unit ID: [REDACTED]). Below the toolbar are buttons for View Expenditure Account Codes, Import Expenditures From Excel, and Print All Listed Expenditures. There are two checkboxes: 'Done Entering Expenditures' (checked) and 'No Expenditures'. Below these are Add Item and Delete All buttons. The main area displays a table with columns for Account Code, Fund Group, and Amount. At the bottom left is a note about entering expenditures. The bottom right contains contact info and a copyright notice.

The Expenditures Page

- a. **View Expenditure Account Codes** – Opens a PDF document with a list of the year's expenditure account codes (can be viewed, saved or printed)
- b. **Import Expenditures from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- c. **Print All Listed Expenditures** – This link pulls the saved expenditure entries into a document formatted for printing (useful for reviewing entry amounts)
- d. **Done Entering Expenditures** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)
- e. **No Expenditures** - This checkbox must be checked if the entity has no expenditures for the reporting period (make sure you check the Done Entering Expenditures checkbox after checking No Expenditures)
- f. **Add Item** – Push this button to begin adding lines of expenditure information



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- g. **Delete All** – Only use this button if you need to completely remove the information from the current Expenditure's page (the system allows you to delete individual line items by clicking on the Edit link beside the line)

View Expenditure Account Codes

- 1) To obtain the most recent PDF listing of all expenditure account codes for the selected year, click on **View Expenditures Account Codes**.
- 2) The File Download window will appear
- 3) Click **Open**.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. In the center, there is a form titled 'Expenditures for 2014'. At the top right of this form, there are several buttons: 'View Expenditure Account Codes' (highlighted with a red box and arrow), 'Import Expenditures From Excel', and 'Print All Listed Expenditures'. Below these buttons are two checkboxes: 'Done Entering Expenditures' (unchecked) and 'No Expenditures' (unchecked). At the bottom of the form, a message reads 'No Expenditures Have Been Entered'. A red arrow points to the 'View Expenditure Account Codes' button. In the foreground, a 'File Download' dialog box is displayed over the main screen. The dialog box asks 'Do you want to open or save this file?'. It shows the file name 'ExpendituresAccountCodes.pdf', type 'Adobe Acrobat 7.0 Document, 10.4 KB', and source 'appst.flpdfs.com'. It has three buttons: 'Open' (highlighted with a red arrow), 'Save', and 'Cancel'. At the bottom of the dialog box, there is a warning about potential risks from the internet.

The following is an example of a PDF list of expenditure account codes. It can be viewed, saved or printed.

Expenditure Account Codes for 2014

Account Code	Description	Function Code	Court Related
511	Legislative	General Government	No
512	Executive	General Government	No
513	Financial and Administrative	General Government	No



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Manually Entering Expenditures

- 1) From the **Summary Page**, click on **Expenditures**.

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Summary for 2014

AFR Selector Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Orginal AFR

Summary	Comments	Unit Info	Amendments
Status: AFR Received Date: Audit Received Date: Submission Type:	In Progress N/A N/A None		
Print AFR			

General Information
Update location and contact information for your entity.

Revenues
Enter revenue balances by account code and fund group.

Expenditures
Enter expenditure balances by account code, object code, and fund group.

Debt
Enter formal long-term debt balance.

Component Units
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.

Audit
Verify completion of audit or enter Data Element Worksheet Amounts

Certification
Certify & submit AFR.

The time remaining in the session: 19:46

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Click on the Add Item button.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Done Entering Expenditures No Expenditures
[Add Item] [Delete All]

No Expenditures Have Been Entered

The time remaining in the session: 19:58

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The Account Code Entry screen will appear.

2) Use the drop down box to select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

3) Use the drop down box to select an object code.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Done Entering Expenditures No Expenditures
[Add Item] [Delete All]

Object Codes:

Fund Groups:
General
Special Revenue Save/Add Another
Debt Service Save Close
Capital Projects
Permanent
Enterprise
Internal Service
Pension
Trust
Component Units
Total

Object Codes:

Fund Groups:
General
Special Revenue Save/Add Another
Debt Service Save Close
Capital Projects
Permanent
Enterprise
Internal Service
Pension
Trust
Component Units
Total

Expenditures No Expenditures
[Add Item] [Delete All]





DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

- 4) Work down the list and enter the appropriate amounts for each fund group.

NOTE: The amount fields will only allow whole numbers (no decimals).

- 5) Multiple rows may be entered by clicking **Save/Add Another**.
- 6) To exit the window without saving the information entered, click **Close**.
- 7) To exit the window after saving the information entered, click **Save** and then **Close**.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
744 - Clerk of Court Administration - County Civil 30 - Operating Expenses		2,103									2,103
764 - Clerk of Court Administration - Traffic 10 - Personal Services		90,740									90,740
764 - Clerk of Court Administration - Traffic 30 - Operating Expenses		4,519									4,519
764 - Clerk of Court Administration - Traffic 60 - Capital Outlays		4,586									4,586
Page Total: Grand Total:	0 14,908,984	101,948 6,162,724	0	0	0	0 7,632,867	0	0	0	0	101,948 28,704,575

1 2 3 4 5 6 7 8 9 10 11

- 8) Check the **Done Entering Expenditures** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditures** box is checked.
- 9) To update an existing line of expenditure data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Expenditures** box is checked. Uncheck the box in order to make changes.

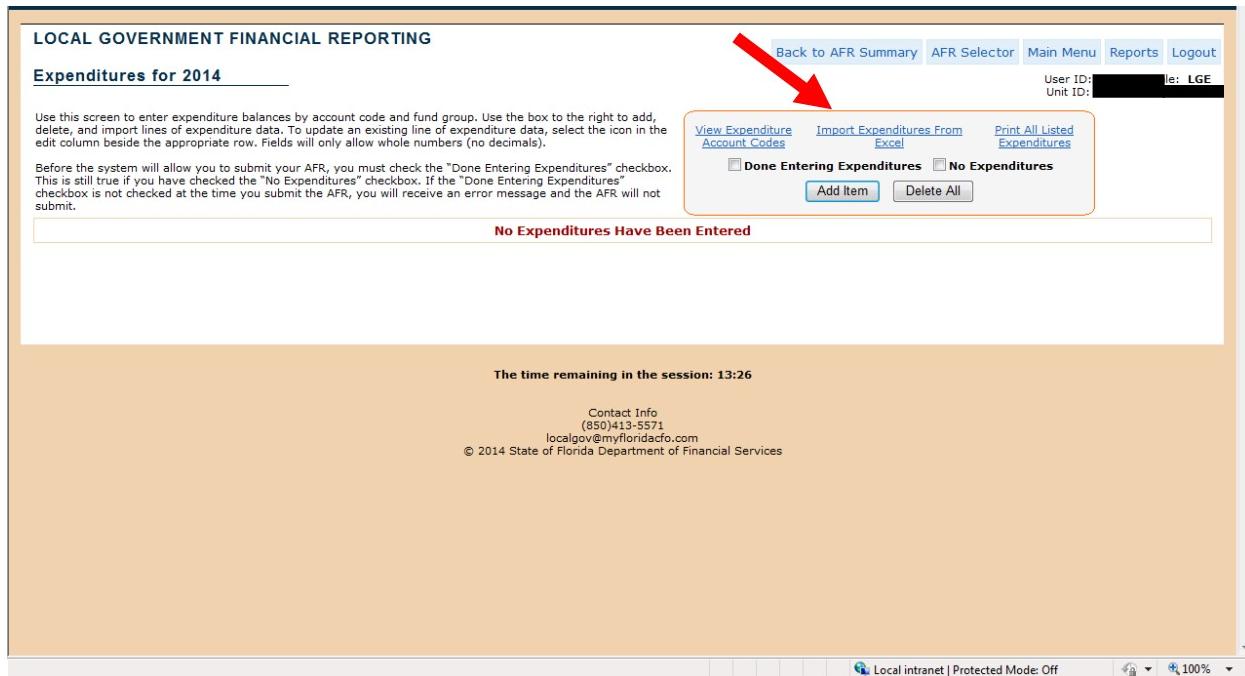
- 10) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Importing Expenditures from Excel

- 1) Click on **Import Expenditures From Excel** on the Expenditures page.



LOCAL GOVERNMENT FINANCIAL REPORTING
Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

No Expenditures Have Been Entered

Back to AFR Summary AFR Selector Main Menu Reports Logout
User ID: [REDACTED] File: LGE Unit ID: [REDACTED]

[View Expenditure Account Codes](#) [Import Expenditures From Excel](#) [Print All Listed Expenditures](#)

Done Entering Expenditures No Expenditures
[Add Item](#) [Delete All](#)

The time remaining in the session: 13:26

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Local intranet | Protected Mode: Off 100%



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- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled [here](#). The template has been developed to ensure the format is correct when importing data.
- 4) Read the information displayed on the Import Account Information screen regarding the data.
- 5) Once the spreadsheet is complete, choose **Expenditures** in the **Upload** box to begin the upload process.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

[Import Account Information](#)

To import any expenditure or revenue data, the spreadsheet format must be the same format as the template provided [here](#). The template has four tabs: "Revenues", "Expenditures" and two additional tabs with examples of how the data should be formatted when entered. After activating this link, save it to your own system and begin inputting the financial data.

Please ensure:

- Tabs must be titled "Revenues" or "Expenditures".
- Column names match those found in the template.
- No decimals are used in the account codes. Ex. 311000 not 311.00
- Balances are posted as whole numbers only. No decimals.
- Files that are submitted must be in Microsoft Excel 95-2007 file format.

The same file can be used to submit both revenue and expenditure sheets as long as the two sheets tabs are named "Revenues" or "Expenditures". You will need to upload the expenditure and revenue sections one at a time by selecting either the revenue or expenditure radio buttons. Then select browse to locate your file from your file system. After selecting "upload", you should see your submission directly loaded to your revenue or expenditure screen.

Please contact the Bureau of Financial Reporting, Local Government Section , localgov@myfloridacfo.com with any questions.

Back to AFR Summary | AFR Selector | Main Menu | Reports | Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Upload...

What type of data would you like to import?
 Revenues Expenditures

File:

The time remaining in the session: 19:57

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- 6) Click the **Browse** button and select the completed file.
- 7) Click the **Upload** button.

NOTE: Importing expenditures from Excel will erase any data previously entered.



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Division of Accounting & Auditing – Bureau of Financial Reporting

- 8) Once the upload is complete the Expenditures screen will appear with the amounts populated.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Edit Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/> 511 - Legislative 10 - Personal Services	1,662,862										1,662,862
<input type="checkbox"/> 511 - Legislative 30 - Operating Expenses	1,053,728										1,053,728
<input type="checkbox"/> 511 - Legislative 60 - Capital Outlay	140,226										140,226
<input type="checkbox"/> 511 - Legislative 80 - Grants and Aids	83,719										83,719
<input type="checkbox"/> 512 - Executive 10 - Personal Services	80,135										80,135
<input type="checkbox"/> 512 - Executive 30 - Operating Expenses	4,662										4,662
<input type="checkbox"/> 513 - Financial and Administrative 10 - Personal Services	176,658										176,658
<input type="checkbox"/> 513 - Financial and Administrative 30 - Operating Expenses	4,884										4,884
<input type="checkbox"/> 514 - Legal Counsel 30 - Operating Expenses	74,196										74,196
<input type="checkbox"/> 515 - Comprehensive Planning 10 - Personal Services	111,565										111,565
Page Total:	3,392,835	0	0	0	0	0	0	0	0	0	3,392,835

1 2 3 4 5 6 7 8 9 10 11

Back to AFR Summary AFR Selector Main Menu Reports Logout
User ID: [REDACTED] Role: IGE Unit ID: [REDACTED]
View Expenditure Import Expenditures From Account Codes Excel Print All Listed Expenditures
 Done Entering Expenditures No Expenditures
Add Item Delete All

Done Local intranet | Protected Mode: Off 100%

- 9) Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditure** box is checked. If the **Done Entering Expenditures** box is not checked when the AFR is submitted, an error message will be displayed.

- 10) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: If you need to adjust or add an entry AND the **Done Entering Expenditures** box is checked, uncheck the box in order to make changes.

- 11) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.

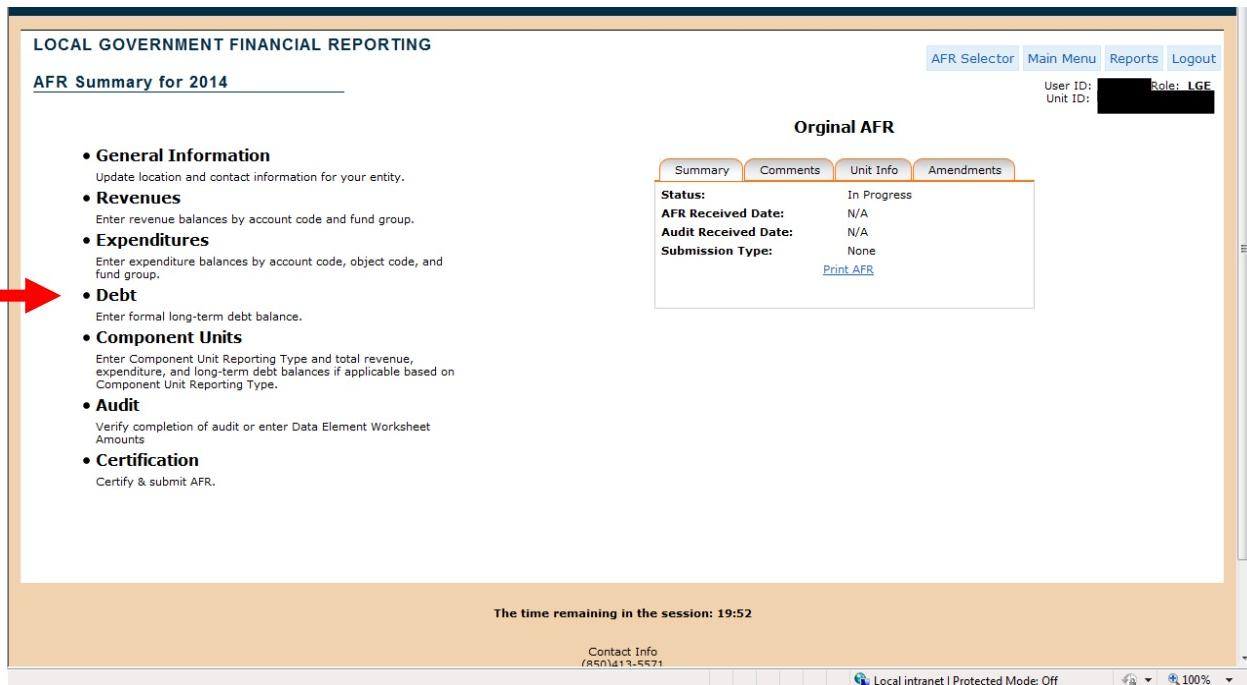


DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Debt

Debt is used to record a formal long-term debt balance that is not due for actual payment within the current fiscal year. This could include but not limited to notes and bonds, claims and judgments, landfill closure and post closure care costs that are not due for payment in the current period. This does not include informal liability such as compensated leave liability.

- 1) To get started click on **Debt**.



The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. In the top right corner, there are links for 'AFR Selector', 'Main Menu', 'Reports', and 'Logout'. Below that, user information is displayed: 'User ID: [REDACTED]', 'Role: LGE', and 'Unit ID: [REDACTED]'. The main content area is titled 'AFR Summary for 2014'. On the left, a sidebar lists reporting categories: General Information, Revenues, Expenditures, Debt (which is highlighted with a red arrow), Component Units, Audit, and Certification. The 'Debt' section describes entering formal long-term debt balance. To the right, a box titled 'Orginal AFR' contains tabs for 'Summary' (which is selected), 'Comments', 'Unit Info', and 'Amendments'. Under 'Summary', status information is shown: Status: In Progress, AFR Received Date: N/A, Audit Received Date: N/A, and Submission Type: None. A 'Print AFR' link is also present. At the bottom of the page, a message says 'The time remaining in the session: 19:52' and a contact info line 'Contact Info /850/419-5571'. The browser status bar at the bottom right shows 'Local intranet | Protected Mode: Off' and a zoom level of '100%'. A vertical scroll bar is visible on the right side of the page.



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The next screen will appear.

NOTE: A value must be entered into this field that is **equal to zero (0) or greater**. No negative numbers may be entered. Click Save then Back to AFR Summary.

JEFF ATWATER FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

Debt Information for 2014

Post the amount of outstanding long-term debt as of the fiscal year-end. Section 218.32(2)(b), Florida Statutes, defines long-term debt as "any agreement or series of agreements to pay money, which, at inception, contemplate terms of payment exceeding 1 year in duration". For AFR purposes, please **exclude** the following: compensated leave liability, other postemployment benefits (OPEB) liability, unscheduled landfill closure liability, and current portion of the long-term debt (amount due within 1 year).

If the entity has no outstanding long-term debt as of the fiscal year-end, enter 0.

Amount of long-term debt:

Save Cancel

This amount does not include the amount due within one year.

The time remaining in the session: 19:57

Contact Info
(850)413-5571
localgov@myfloridacfo.com

Done Local intranet | Protected Mode: Off 100%

Component Units

Enter component unit reporting type and total revenue, expenditure, and long-term debt balances if applicable.

- 1) To get started, click on Component Units.



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The next screen will appear.

- 2) Click an **Edit** box beside each of the component units listed to enter the pop-up input section.

LOCAL GOVERNMENT FINANCIAL REPORTING

[Back to AFR Summary](#) [AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

User ID: [REDACTED]
Unit ID: [REDACTED]

Component Units for 2014

To input Component Unit information, select the icon in the edit column beside the appropriate row.

NOTE: Only those who are blended or discretely reported will be prompted to enter revenue, expenditure, and long-term debt amounts. Component Units with zero revenues and expenditures will still be required to enter long-term debt.

To set up a new Component Unit, contact the Department of Financial Services' Bureau of Financial Reporting, Local Government Section at (850) 413-5571 or email your request to localgov@myfloridacfo.com.

Edit	Component Unit	Type	Total Revenues	Total Expenditures	Total Debt
<input type="button" value="Edit"/>	300518 - Broward County Community Redevelopment Agency				
<input type="button" value="Edit"/>	300519 - Broward County Educational Facilities Authority				
<input type="button" value="Edit"/>	300520 - Broward County Health Facilities Authority				
<input type="button" value="Edit"/>	300521 - Broward County Housing Finance Authority				
<input type="button" value="Edit"/>	300522 - Broward County Water Control District #3				
<input type="button" value="Edit"/>	300523 - Broward County Water Control District #2				
<input type="button" value="Edit"/>	300524 - Broward County Water Control District #4				
<input type="button" value="Edit"/>	300089 - Broward Solid Waste Disposal District				
<input type="button" value="Edit"/>	500030 - Clerk of Courts - Broward County				
<input type="button" value="Edit"/>	300526 - Cocomar Water Control District				
<input type="button" value="Edit"/>	500029 - Governmental Leasing Corporation				

Done

Local intranet | Protected Mode: Off

100%



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- 3) Each of the component units listed will need to be accessed and updated via the pop-up screen (below) with any financial data you are required to report on behalf of your government's component units - even if it's considered a Zero District.
- 4) When done inputting information for your component unit, click **Save Item** and proceed to the next component unit on your screen.

LOCAL GOVERNMENT FINANCIAL REPORTING

Component Units for 2014

To input Component Unit information, select the icon in the edit column beside the appropriate row.

NOTE: Only those who are blended or discretely reported will appear in the list. Component Units with zero revenues and expenditures will not appear in the list.

To set up a new Component Unit, contact the Department of Government Section at (850) 413-5571 or email your request to govt@doa.state.fl.us.

Component Unit	Total Revenues	Total Expenditure	Total Debt
300518 - Broward County Community Redevelopment Agency			
300519 - Broward County			
300520 - Broward County			
300521 - Broward County			
300522 - Broward County			
300523 - Broward County Water Control District #2			
300524 - Broward County Water Control District #4			
300089 - Broward Solid Waste Disposal District			
500030 - Clerk of Courts - Broward County			
300526 - Cocomar Water Control District			
500029 - Governmental Leasing Corporation			

Edit

Reporting Type

Blended in Primary Report
 Independently Reported
 Discretely Reported
 Zero Revenues And Expenditures
 No Report Submitted

Expenditures Total Debt

Total Revenues

Save Item Close Delete Data

User ID: [REDACTED]
Unit ID: [REDACTED]

Local intranet | Protected Mode: Off | 100%



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Audit

The Audit section of the AFR will need to be completed before the AFR can be submitted. The revenue and expenditures sections must be completed before starting this section. This will determine if an audited financial statement is required for the reported year.

- 1) To get started, click on **Audit**.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. At the top, there are navigation links: 'AFR Selector', 'Main Menu', 'Reports', and 'Logout'. Below that, user information is displayed: 'User ID: [REDACTED]' and 'Unit ID: [REDACTED]'. The main content area is titled 'Orginal AFR'. It features a tabbed menu with 'Summary' (selected), 'Comments', 'Unit Info', and 'Amendments'. Under 'Summary', detailed audit status information is shown:

Status:	In Progress
AFR Received Date:	N/A
Audit Received Date:	N/A
Submission Type:	None

A red arrow points to the 'Component Units' section, which contains a brief description and a link to 'Print AFR'. At the bottom of the page, a message indicates 'The time remaining in the session: 18:55' and provides contact information: 'Contact Info /850/413-5571'. The browser status bar at the bottom right shows 'Local intranet | Protected Mode: Off' and a zoom level of '100%'.

The left sidebar lists several sections:

- General Information
- Revenues
- Expenditures
- Debt
- Component Units
- Audit
- Certification



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Audit (Continued)

The next screen will appear.

- 2) If an audit was required due to the revenue and expenditure balances posted, you will need to click **Yes** (pursuant to S. 218.39, F.S.). If an audit was not required, click **No** and proceed to Step 4.

LOCAL GOVERNMENT FINANCIAL REPORTING

[Back to AFR Summary](#) [AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

Audit for 2014

Unit ID: [REDACTED] District [REDACTED]

Pursuant to Section [218.32\(d\)](#), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section [218.32 \(e\)](#), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridacfo.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

The time remaining in the session: 19:48

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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Done  Local intranet | Protected Mode: Off  100% 





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Audit (Continued)

If **Yes** was selected, you will be directed to the following screen.

- 3) Enter the applicable information and click **Save**.

LOCAL GOVERNMENT FINANCIAL REPORTING

Audit for 2014

Pursuant to Section 218.32(d), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section 218.32(e), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridadfo.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

Completion date of the financial audit: _____

Firm Name: _____

Firm Phone: _____

Firm Address: _____

Save

Done

Local intranet | Protected Mode: Off

100%



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Audit (Continued)

If an audit was not required (and not done) the next screen will appear.

- 4) Below is the Auditor General's Data Element Worksheet. Its completion is required pursuant to statute if the independently audited financial statement was not required. The AFR can't be submitted without the independent auditor information completed (above) or the Auditor General's Data Element Worksheet.

Element Worksheet which is required pursuant to Section [218.32 \(e\)](#), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridadfo.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page directly to the Auditor General's Office at (850) 487-9031 or E-mail:flaudgen_localgovt@aud.state.fl.us.

Edit	Number	Title	Amount
	1	Unreserved Fund Balance	
	2	Unrestricted Net Assets	
	3	Cash and Investments - Governmental	
	4	Cash and Investments - Proprietary	
	5	Current Liabilities - Governmental	
	6	Current Liabilities - Proprietary	
	7	Long-Term Debt	
	8	Total Revenues - Governmental	
	9	Intergovernmental Revenues	
	10	Total Expenditures - Governmental	
	11	Debt Service Expenditures	
	12	Total Operating Revenues - Proprietary	
	13	Intergovernmental Revenues - Proprietary	
	14	Total Operating Expenses - Proprietary	

Done Local intranet | Protected Mode: Off 100%



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

- 5) Click the **Edit** box to the left of the data elements to input amounts.

Element Worksheet which is required pursuant to Section 218.32 (e), Florida Statutes.
The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridadfo.com.
To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.
Please direct questions about this page directly to the Auditor General's Office at (850) 487-9031 or E-mail:flaudgen_localgovt@aud.state.fl.us.

Edit	Count
7. Long-Term Debt	<input type="text"/>
a. UASBM Account:	203.900 through 239.900 ending in .900 (NOT .000)
b. Fund(s) Included:	Governmental Funds (General, Debt Service, Capital Projects, and Special Revenue)
c. Description:	Amounts owed that come due beyond the current year.
d. Source:	Found on the Reconciliation of the Balance Sheet to the Statement of Net Assets – Governmental Funds
e. Calculation:	Can be calculated (if you do not produce the reconciliation) by summing all liabilities that fall into the "Non-Current" or "Long-Term" category for all Governmental Funds
<input type="button" value="Save Item"/> <input type="button" value="Close"/>	
9	Intergovernmental Revenues
10	Total Expenditures - Governmental
11	Debt Service Expenditures
12	Total Operating Revenues - Proprietary
13	Intergovernmental Revenues - Proprietary
14	Total Operating Expenses - Proprietary

Local intranet | Protected Mode: Off | 100%

- 6) Enter the amount in the box on the top right.
7) Once the amount is entered, click **Save Item**.
8) Proceed to the next data element until all amounts are entered.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Certification

Before electronically submitting the AFR, the government's CFO and one of the elected officials/chairman must electronically certify the submission.

- 1) To begin the certification process, click on **Certification**.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface. At the top, there are navigation links: 'AFR Selector', 'Main Menu', 'Reports', and 'Logout'. Below that, it displays 'Unit ID: 501214 - Brackman Fire District'. The main content area is titled 'AFR Summary for 2014'. On the left, a sidebar lists several sections: 'General Information' (with a note about location and contact info), 'Revenues' (with a note about account code and fund group), 'Expenditures' (with a note about account code, object code, and fund group), 'Debt' (with a note about formal long-term debt balance), 'Audit' (with a note about audit completion or Data Element Worksheet Amounts), and 'Certification' (with a note about certifying and submitting the AFR). A red arrow points to the 'Certification' link. To the right of the sidebar is a box titled 'Orginal AFR' containing tabs for 'Summary' (which is selected), 'Comments', 'Unit Info', and 'Amendments'. Under 'Summary', it shows the following status information:

Status:	In Progress
AFR Received Date:	N/A
Audit Received Date:	N/A
Submission Type:	None

[Print AFR](#)

At the bottom of the page, it says 'The time remaining in the session: 19:09'. In the footer, it provides contact information: 'Contact Info (850)413-5571 localgov@myfloridacfo.com © 2014 State of Florida Department of Financial Services'. The browser status bar at the bottom right indicates 'Local intranet | Protected Mode: Off' and '100%'.
A red arrow points to the 'Certification' link in the sidebar.



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Division of Accounting & Auditing – Bureau of Financial Reporting

Certification (Continued)

The next screen will appear.

- 2) The local government's CFO and chairman/elected official must electronically certify the submission. Each can attest to the three (3) questions concerning financial emergency and the AFR/audit balances by reading each statement and clicking on **Yes** or **No**.

LOCAL GOVERNMENT FINANCIAL REPORTING

Certification for 2013

Pursuant to Section 218.32(1)(a), Florida Statutes, to successfully complete and submit the Annual Financial Report (AFR), "The chair of the governing body and the chief financial officer of each local governmental entity shall sign the annual financial report submitted ... attesting to the accuracy of the information included in the report."

To complete the Certification requirement, identify and respond to the three legal clauses on this page, input the names and titles of the applicable officers, have the officers identify the terms and conditions that certify the entire AFR and sign off on the package by checking the agreement box.

When complete, and the "Submit AFR" button is clicked, you will not be able to update any of the AFR information without contacting DFS.

Chief Financial Officer

I Agree to the [Terms and Conditions](#)

Name: _____

Title: _____

Chairman/Elected Official

I Agree to the [Terms and Conditions](#)

Name: _____

Title: _____

I certify the information provided within General Information is accurate and complete.

Have You Experienced a Financial Emergency in this year? Yes No

If Yes, Have You Compiled With Section 218.503(2), Florida Statutes? Yes No N/A

Auditor General Rule: Section 10.554 (1)(i)(7.b): The Annual Financial Report is in agreement with either the Audited Financial Statement submitted, or the Data Elements Worksheet submitted, as applicable.

SUPPORTING DOCUMENTATION:

Audit Data Element Worksheet N/A

Save Cancel Submit AFR

Done

Local intranet | Protected Mode: Off

100%

- 3) Select the appropriate supporting documentation that will accompany the AFR.
- 4) Click the box to certify that the contact information provided in the General Information section is accurate and complete.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

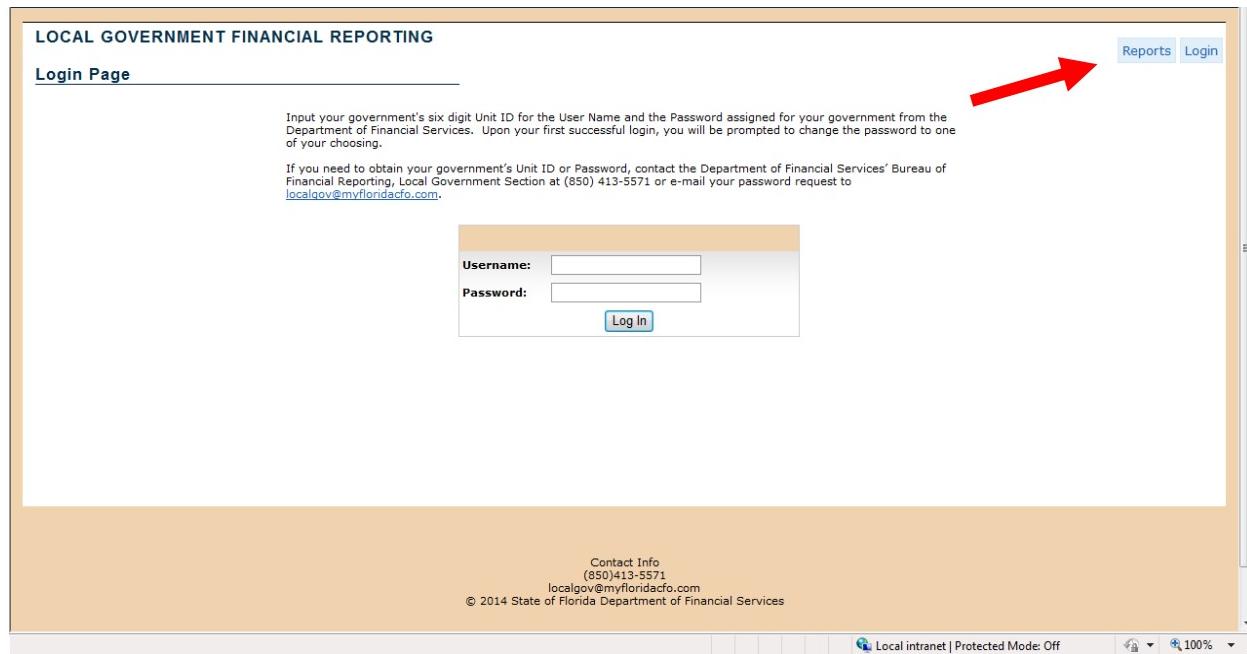
Certification (Continued)

- 5) Both the CFO and the chairman/elected official must complete the appropriate box. Each must click the Agree box and click Save or Submit AFR.
- 6) If there are any sections left incomplete, the submission will not occur and an error message explaining which sections need to be completed will appear.

SECTION THREE: Reports

The reporting module is available to governments, legislative and executive branch staff, and the public. This section can be accessed two different ways.

First from the main login screen click on the Reports link located at the top of the page.



LOCAL GOVERNMENT FINANCIAL REPORTING

Login Page

Input your government's six digit Unit ID for the User Name and the Password assigned for your government from the Department of Financial Services. Upon your first successful login, you will be prompted to change the password to one of your choosing.

If you need to obtain your government's Unit ID or Password, contact the Department of Financial Services' Bureau of Financial Reporting, Local Government Section at (850) 413-5571 or e-mail your password request to localgov@myfloridacfo.com.

Username:
Password:

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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Or this section can be accessed if you are already logged into LOGER by following the steps below.



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Division of Accounting & Auditing – Bureau of Financial Reporting

Second, from the Main Menu click on Reports.

LOCAL GOVERNMENT FINANCIAL REPORTING

Main Menu

AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

• AFR Management
View, Submit, or Modify AFRs & Update General Information

• Reports
Generate Canned & Ad-Hoc Reports

The time remaining in the session: 17:48

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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Division of Accounting & Auditing – Bureau of Financial Reporting

Standard Reports

The following screen will appear.

The homepage of the reporting application is the list of standard reports available. The data is live at the point of the Bureau of Financial Reporting certification of the submitted Annual Financial Report (AFR). Only one year can be chosen for one report due to the size of the reports generated.

To select a report:

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' application. At the top right, there are links for 'AFR Selector', 'Main Menu', 'Reports', and 'Logout'. Below that, user information is displayed: 'User ID: 301214 Role: LGE' and 'Unit ID: 301214 - Blackman Fire District'. The main content area has a title 'Reports' and a sub-instruction 'Select a report below or create your own report.' A large central window is titled 'Select a Year' and 'Select a Report'. It contains two columns of radio button pairs. The left column lists years from 1993 to 2013. The right column lists report types: Revenue Account Code List, Revenue Details, Expenditure Account Code List, Expenditure Details, Compliant Governments, Non-Compliant Governments, Total Revenues, Expenditures and Debt, and a pair for 2011 and 2012. At the bottom of this window is a 'Get Report' button. Red arrows point to the 'Select a Year' section, the 'Select a Report' section, and the 'Get Report' button. Below the main window, a message says 'Can't Find the information your looking for? Then create your own report by using our report creator.' with a 'Create A Report' button. The bottom of the screen shows browser status bars for 'Local intranet | Protected Mode: Off' and '100%'. A vertical scroll bar is on the right side of the window.

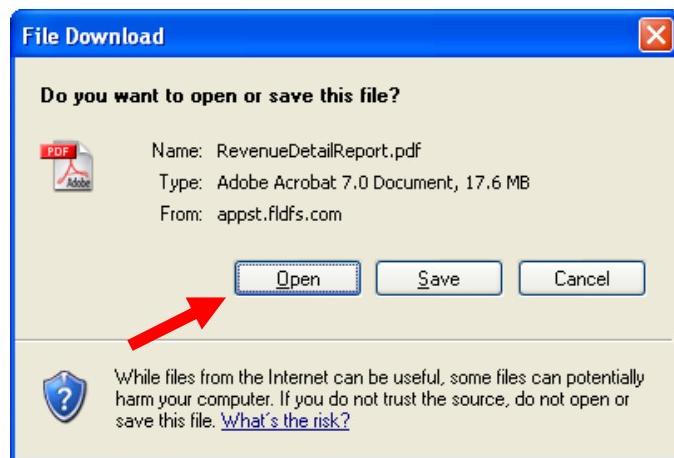
1. Choose the year.
2. Choose the report.
3. Choose either Excel or Adobe PDF.
4. Click **Get Report**.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Standard Reports (Continued)

5. Click Open.



The following are examples of reports that will appear.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

REVENUE DETAIL REPORT

The revenue and expenditure detail reports are very similar in format to the submitted AFR. The main difference is that the report sub-totals the general categories.

Revenue Detail For Fiscal Year Ended 2013												
100001 Alachua	Ad Valorem Taxes	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	311000 - Ad Valorem Taxes	92,969,245	16,291,926	2,728,291							111,089,482	
	Category Total	92,969,245	16,291,926	2,728,291							111,089,482	
General Government Taxes	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total	
	312100 - Local Option Taxes	3,575,187									3,575,187	
	312300 - County Ninth-Cent Voted Fuel Tax		1,165,397								1,165,397	
	312410 - First Local Option Fuel Tax	3,378,974									3,378,974	
	312420 - Second Local Option Fuel Tax			2,472,807							2,472,807	
	312600 - Discretionary Sales Surtaxes										0	
	314100 - Utility Service Tax - Electricity	6,083,440									6,083,440	
	314300 - Utility Service Tax - Water	1,083,523									1,083,523	
	314700 - Utility Service Tax - Fuel Oil										0	
	314800 - Utility Service Tax - Propane	609,147									609,147	
	315000 - Communications Service Tax (Chapter 202)		4,738,108								4,738,108	
	316000 - Local Business Tax (Chapter 205)	235,709									235,709	
	Category Total	235,709	19,468,379	3,638,204							23,342,292	
Permits, Fees and Licenses	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total	
	322000 - Building Permits					1,008,926					1,008,926	
	323500 - Franchise Fee - Cable Television										0	
	323700 - Franchise Fee - Solid Waste					278,453					278,453	
	324110 - Impact Fees - Residential - Public Safety			42,684							42,684	
	324120 - Impact Fees - Commercial - Public Safety			12,450							12,450	
	324310 - Impact Fees - Residential - Transportation			1,065,234							1,065,234	
	324320 - Impact Fees - Commercial - Transportation			123,076							123,076	
	324910 - Impact Fees - Residential - Culture/Recreation			68,668							68,668	
	325100 - Special Assessments - Capital Improvement	48,482		37,017							85,499	
	325200 - Special Assessments - Charges for Public Services	4,621,233				3,262,933					7,884,166	
	328000 - Other Permits, Fees & Special Assessments	328,421				352,798					681,217	
	367000 - Licenses					14,700					14,700	
	Category Total		4,998,136	1,349,129		4,917,808					11,265,073	
Federal Grants	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total	
	331100 - Federal Grant - General Government	5,317	40,286								45,603	
	331200 - Federal Grant - Public Safety	33,850	1,078,866								1,112,716	
	331300 - Federal Grant - Other Physical Environment		8,759								8,759	
	331490 - Federal Grant - Other Transportation			73,532							73,532	
	331500 - Federal Grant - Economic Environment		1,557,198								1,557,198	
	331600 - Federal Grant - Other Human Services		1,366,965								1,366,965	
	Category Total	39,187	4,042,074	73,532							4,154,773	
State Grants	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total	
	334200 - State Grant - Public Safety		230,550								230,550	
	334300 - State Grant - Other Physical Environment		597,799								597,799	

Tuesday, September 23, 2014

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REVENUE, EXPENDITURE AND DEBT TOTALS

The Revenue, Expenditure and long term debt report is the CFO's reporting requirement cited in Section 218.32(2), F.S.

Revenue, Expenditure and Debt Totals for FY 2013						
Unit ID	Unit Name	Governing Authority (if applicable)	Total Revenues	Total Expenditures	Total Debt	AFR Received Date
300556	Escambia County Law Library	Escambia	83,776	79,202	0	
300587	Arlington Special Dependent District	Hillsborough	6,611	4,690	0	
300591	Bloomingdale Special Taxing District	Hillsborough	629,066	669,786	0	
300592	Boyette Springs Special Dependent District	Hillsborough	51,105	50,456	0	
300593	Brandon Groves North Service District	Hillsborough	6,742	2,090	0	
300602	Hammock Woods Service District	Hillsborough	17,600	17,802	0	
300614	Logan Gate Village Special Dependent District	Hillsborough	128,866	112,726	0	
300617	Northdale Special District	Hillsborough	312,678	384,581	0	
300619	South Pointe Service District	Hillsborough	5,308	4,984	0	
300620	Sugarwood Groves Special District	Hillsborough	2,586	4,865	0	
300625	Waterford Special Dependent District	Hillsborough	60,250	58,152	0	
301523	Westchester Special Dependent District	Hillsborough	63,664	59,838	0	
300655	Marion County Industrial Development Authority	Marion	0	0	0	
300685	Palm Beach County Educational Facilities Authority	Palm Beach	20,258	8,571	0	
100058	Sarasota		734,344,794	623,653,208	566,504,052	1/28/2014
301302	Englewood Community Redevelopment Agency	Sarasota	1,226,151	742,728	0	1/28/2014
300722	Sarasota County Health Facilities Authority	Sarasota	0	0	0	1/28/2014
300723	Sarasota County Law Library	Sarasota	123,132	105,230	0	1/28/2014
300724	Sarasota County Mosquito Control District	Sarasota	3,629,772	3,679,908	0	1/28/2014
300740	Volusia County Educational Facilities Authority	Volusia	15,370	15,370	201,788,039	
300741	Volusia County Health Facilities Authority	Volusia	135	3,265	0	
300850	Apalachicola Housing Authority	Apalachicola	171,267	395,390	0	
300953	Housing Authority of Bartow	Bartow	781,824	855,290	53,078	8/22/2014
200021	Bay Lake		5,239,168	4,986,926	0	1/15/2014
300890	Housing Authority of The City of Bradenton	Bradenton	3,090,864	3,902,100	28,504	



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Ad-Hoc Reports

There are four steps to generate an ad-hoc report:

- 1) On the Reports menu, select **Create a Report**.

LOCAL GOVERNMENT FINANCIAL REPORTING

[Reports](#)

Select a report below or create your own report.

Select a Year	Select a Report
<input type="radio"/> 1993	<input type="radio"/> Revenue Account Code List
<input type="radio"/> 1994	<input type="radio"/> Revenue Details
<input type="radio"/> 1995	<input type="radio"/> Expenditure Account Code List
<input type="radio"/> 1996	<input type="radio"/> Expenditure Details
<input type="radio"/> 1997	<input type="radio"/> Compliant Governments
<input type="radio"/> 1998	<input type="radio"/> Non-Compliant Governments
<input type="radio"/> 1999	<input type="radio"/> Total Revenues, Expenditures and Debt
<input type="radio"/> 2000	
<input type="radio"/> 2001	
<input type="radio"/> 2002	
<input type="radio"/> 2003	

[Get Report](#)

Can't Find the information you're looking for? Then create your own report by using our report creator.

[Create A Report](#)

AFR Selector Main Menu Reports Logout
User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Ad-Hoc Reports (Continued)

The screen below will appear.

LOCAL GOVERNMENT FINANCIAL REPORTING

Create Reports

AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Local Budgets

Step 1:
Select the Year(s) you would like to search on.

1993 1994 1995 1996 1997 1998 1999 2000
2001 2002 2003 2004 2005 2006 2007 2008
2009 2010 2011 2012 2013

Step 2:
Select up to five government units.

Counties
---- Cities
---- Selected Entities
No Entities Selected.
Special Districts

Other Entities:

Step 3:
Select the account categories or use the advanced search to find specific account codes

Basic Advanced

Revenues Categories	Expenditure Categories
<input type="checkbox"/> Ad Valorem Taxes	<input type="checkbox"/> Circuit Court-Civil
<input type="checkbox"/> Contributions and Donations	<input type="checkbox"/> Circuit Court-Criminal
<input type="checkbox"/> Court-Related Revenues	<input type="checkbox"/> Circuit Court-Family
<input type="checkbox"/> Federal Grants	<input type="checkbox"/> Circuit Court-Juvenile
<input type="checkbox"/> Federal Payments in Lieu of Taxes	<input type="checkbox"/> Circuit Court-Probate
<input type="checkbox"/> General Government Taxes	<input type="checkbox"/> County Court-Civil

Done Local intranet | Protected Mode: Off



DEPARTMENT OF FINANCIAL SERVICES
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- 2) Select the **year/years** that the report will detail.
- 3) Select the **local governments** that the report will feature. There can be a total of five local governments selected for each report generated.

Ad-Hoc Reports (Continued)

- 4) Select the revenue and expenditure categories in which the report will display.

Basic View = The revenues and expenditures are grouped into their general categories.

Advanced View = The revenues and expenditures are selected by their specific account code.

Example of Basic View

The screenshot shows a software interface for selecting account categories. At the top, there's a header with 'Step 3' and a note: 'Select the account categories or use the advanced search to find specific account codes'. Below this are two tabs: 'Basic' (selected) and 'Advanced'. The 'Revenues Categories' section contains a list of 30 items, each with a checkbox. The 'Expenditure Categories' section also contains a list of 30 items, each with a checkbox. At the bottom of the main panel are 'Run Reports' and 'PDF Excel XML' buttons. The status bar at the bottom right shows 'Local intranet | Protected Mode: Off' and a zoom level of '100%'. A vertical scroll bar is visible on the right side of the main content area.

Revenues Categories	Expenditure Categories
<input type="checkbox"/> Ad Valorem Taxes	<input type="checkbox"/> Circuit Court-Civil
<input type="checkbox"/> Contributions and Donations	<input type="checkbox"/> Circuit Court-Criminal
<input type="checkbox"/> Court-Related Revenues	<input type="checkbox"/> Circuit Court-Family
<input type="checkbox"/> Federal Grants	<input type="checkbox"/> Circuit Court-Juvenile
<input type="checkbox"/> Federal Payments in Lieu of Taxes	<input type="checkbox"/> Circuit Court-Probate
<input type="checkbox"/> General Government Taxes	<input type="checkbox"/> County Court-Civil
<input type="checkbox"/> Interest and Other Earnings	<input type="checkbox"/> County Court-Criminal
<input type="checkbox"/> Judgments, Fines and Forfeits	<input type="checkbox"/> County Court-Traffic
<input type="checkbox"/> Local Government Unit Grants	<input type="checkbox"/> Culture/Recreation
<input type="checkbox"/> Local Payments in Lieu of Taxes	<input type="checkbox"/> Economic Environment
<input type="checkbox"/> Miscellaneous Revenues	<input type="checkbox"/> General Court Administration
<input type="checkbox"/> Other Sources	<input type="checkbox"/> General Court Operations
<input type="checkbox"/> Other Sources-Transfers	<input type="checkbox"/> General Government
<input type="checkbox"/> Permits, Fees and Licenses	<input type="checkbox"/> Human Services
<input type="checkbox"/> Rents and Royalties	<input type="checkbox"/> Other Uses
<input type="checkbox"/> Sales	<input type="checkbox"/> Physical Environment
<input type="checkbox"/> Service Charges	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Shared Local Government Unit Grants	<input type="checkbox"/> Schools
<input type="checkbox"/> Special Assessments/Impact Fees	<input type="checkbox"/> Transportation
<input type="checkbox"/> State Grants	
<input type="checkbox"/> State Payments in Lieu of Taxes	
<input type="checkbox"/> State Shared	



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Ad-Hoc Reports (Continued)

Advance View Sample where the user has the option of drilling down their request to the account code level.

The screenshot shows a web-based reporting application. At the top, there is a header with fields for "Other Entities" and "Add". Below this is a section titled "Step 3: Select the account categories or use the advanced search to find specific account codes". It includes tabs for "Basic" and "Advanced", a "Reload Year Accounts" button, and dropdown menus for "Revenue" and "Expenditure" for the years 2012 and 2013. The 2013 dropdown is expanded, showing a list of account codes with their descriptions. To the right, there is a panel titled "Selected Accounts" which displays the message "No Accounts Have Been Selected." and includes buttons for "Run Report" and file formats "PDF", "Excel", and "XML". The bottom of the screen shows browser navigation controls and a status bar indicating "Local intranet | Protected Mode: Off" and "100%".

Account Code	Description
311000	- Ad Valorem Taxes
312100	- Local Option Taxes
312300	- County Ninth-Cent Voted Fuel Tax
312410	- First Local Option Fuel Tax
312420	- Second Local Option Fuel Tax
312510	- Fire Insurance Premium Tax (Firefighters' Pension)
312520	- Casualty Insurance Premium Tax (Police Officers' Retirement)
312600	- Discretionary Sales Surtaxes
314100	- Utility Service Tax - Electricity
314300	- Utility Service Tax - Water
314400	- Utility Service Tax - Gas
314700	- Utility Service Tax - Fuel Oil
314800	- Utility Service Tax - Propane
314900	- Utility Service Tax - Other
315000	- Communications Service Tax (Chapter 202)
316000	- Local Business Tax (Chapter 205)
319000	- Other General Taxes
322000	- Building Permits
323100	- Franchise Fee - Electricity
323200	- Franchise Fee - Telecommunications
323300	- Franchise Fee - Water
323400	- Franchise Fee - Gas
323500	- Franchise Fee - Cable Television
323600	- Franchise Fee - Sewer
323700	- Franchise Fee - Solid Waste
323900	- Franchise Fee - Other
324110	- Impact Fees - Residential - Public Safety
324120	- Impact Fees - Commercial - Public Safety
324210	- Impact Fees - Residential - Physical Environment



DEPARTMENT OF FINANCIAL SERVICES
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Basic View Report Sample

Local Government General Ad Hoc Report		
2012		
Alachua		
Revenue		
Ad Valorem Taxes		115,603,834
Federal Grants		8,866,182
Interest and Other Earnings		2,130,518
Total		126,600,534
Expenditure		
Culture/Recreation		3,531,100
General Government		87,529,748
Public Safety		104,230,803
Total		195,291,651
Altamonte Springs		
Revenue		
Ad Valorem Taxes		8,368,809
Federal Grants		42,578
Interest and Other Earnings		6,462,025
Total		14,873,412
Expenditure		
Culture/Recreation		3,886,448
General Government		15,091,376
Public Safety		11,319,350
Total		30,297,174



DEPARTMENT OF FINANCIAL SERVICES
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Advanced View Report Sample

Local Government Advanced Ad Hoc Report											
2011											
100001 Alachua											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	97,373,387	17,269,974	2,906,504	0	0	0	0	0	0	0	117,549,885
331100 - Federal Grant - General Government	1,07,370	54,811	0	0	0	0	0	0	0	0	161,981
361100 - Interest	578	546,675	108,471	471,291	0	13,625	94,854	0	0	11,720	1,247,214
Total	97,481,335	17,871,260	3,014,975	471,291	0	13,625	94,854	0	0	11,720	118,859,080
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	175,478	484,081	0	8,552	0	0	0	0	0	0	688,111
572.30 - Parks and Recreation - Operating Expenses	210,595	637,558	0	1,500,027	0	0	0	0	0	0	2,348,180
572.60 - Parks and Recreation - Capital Outlay	6,250	31,085	0	417,798	0	0	0	0	0	0	455,133
517.70 - Debt Service Payments - Debt Service	0	0	33,175,784	0	0	0	0	0	0	0	33,175,784
521.10 - Law Enforcement - Personal Services	23,897,227	1,081,517	0	0	0	0	0	0	0	0	24,978,744
521.30 - Law Enforcement - Operating Expenses	4,238,017	1,628,162	0	0	0	0	0	0	0	0	5,784,179
521.60 - Law Enforcement - Capital Outlay	1,212,366	752,720	0	223,082	0	0	0	0	0	0	2,188,168
521.80 - Law Enforcement - Grants and Aids	0	99,334	0	0	0	0	0	0	0	0	99,334
Total	29,739,933	4,612,457	33,175,784	2,149,459	0	0	0	0	0	0	68,677,633
200003 Altamonte Springs											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	6,923,857	2,061,206	0	0	0	0	0	0	0	0	8,985,083
331100 - Federal Grant - General Government	118,946	0	0	0	0	0	0	0	0	0	118,946
361100 - Interest	538,814	529,214	0	640,968	0	538,304	28,286	184,486	0	0	2,459,872
Total	7,581,417	2,590,420	0	640,968	0	538,304	28,286	184,486	0	0	11,583,881
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	2,233,083	0	0	0	0	0	0	0	0	0	2,233,083
572.30 - Parks and Recreation - Operating Expenses	456,805	0	0	0	0	0	0	0	0	0	456,805
572.60 - Parks and Recreation - Capital Outlay	3,347	0	0	99,072	0	0	0	0	0	0	102,419
521.10 - Law Enforcement - Personal Services	9,101,916	0	0	0	0	0	0	0	0	0	9,101,916
521.30 - Law Enforcement - Operating Expenses	355,446	8,338	0	0	0	0	0	0	0	0	363,784
521.60 - Law Enforcement - Capital Outlay	28,976	17,448	0	26,182	0	0	0	0	0	0	72,606
Total	12,179,553	25,798	0	125,254	0	0	0	0	0	0	12,330,593
2012											
100001 Alachua											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	98,126,757	16,680,557	2,796,510	0	10						115,803,834
331100 - Federal Grant - General Government	7,386	0	0	0	0	0	0	0	0	0	7,386
361100 - Interest	1,134	541,804	90,313	443,915	0	12,495	98,423	0	0	3,213	1,189,297
Total	98,135,267	17,222,361	2,888,823	443,915	10	12,495	98,423	0	0	3,213	116,800,497
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	207,059	484,048	0	7,479	0	0	0	0	0	0	688,586
572.30 - Parks and Recreation - Operating Expenses	258,051	655,605	0	27,738	0	0	0	0	0	0	940,292
572.60 - Parks and Recreation - Capital Outlay	1,165	8,096	0	1,761,969	0	0	0	0	0	0	1,772,160
517.70 - Debt Service Payments - Debt Service	0	0	25,485,963	0	0	0	0	0	0	0	25,485,963

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